



Standard Procurement System-Integration™
Paperless Data Exchange

Business Rules for the FPDS DD 350 Interface

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1. Introduction

The DD 350 is a report for a single large purchase award (more than \$25,000.00). The FPDS DD 350 interface for SPS-I SAACONS v4.1e is designed to gather this information from PD² and place it into a format that can be sent directly to the Assistant Secretary for the Army Acquisition Logistics and Technology (ASAALT). The purpose of this document is to provide information on verifying that the business rules for the FPDS DD 350 interface are being met by reports that are expected to go through SPS-I. All reports must comply with these business rules for SPS-I to retrieve the appropriate monthly report data for the FPDS DD 350 interface.

Note: Please make sure that all service releases have been applied to SPS-I SAACONS v4.1e before using this document.

2. FPDS DD 350 Interface Requirements

The business rules are the requirements that need to be met in order for SPS-I to run an interface successfully. This chapter provides instructions for ensuring that a DD 350 report meets the business rules of the FPDS DD 350 interface. The business rules that a report must meet in order to be retrieved and processed for the interface are as follows:

1. The local code of the contracting office address selected on the DD 350 must equal the value in the **DODAAN** field for the core site of the interface.
2. The date the report is signed must fall within the date range specified by the Report Start Date and Report End Date discriminators for the core site of the interface.
3. The DD 350 report must be signed.

Each one of these business rules is described in more detail in the following sections.

Note: Please verify that the business rules are being met prior to signing and approving the DD 350 report.

2.1 Local Code Requirement

When a DD 350 report is created, a contracting office address is selected for the report. The local code specified in the **Address Detail** window of the contracting office address must be equal to the value in the **DODAAN** field of the interface's core site. To verify that the local code is equal to the value of the **DODAAN** field, please do the following:

- Step 1 - Identify the local code of the contracting office.
 1. Log into PD².
 2. Select **Utilities** → **Organization Maintenance** → **Other Organization Maintenance** from the menu bar.
 3. Select the name of the contracting office.
 4. Click the *Address* tab.
 5. Select the contracting office address.
 6. Click [**Edit**] to open the **Address Detail** window and note the value in the **Local Code** field.

Address Detail	
Street Address:	ATTN: CRT P.O. BOX 46563
City:	FAIRFAX
State:	VA
County:	
Zip Code:	22033
Country:	UNITED STATES
Phone Number:	
Fax Number:	
DODAAD / UIC / DODAAH:	AMS123
Contracting Office Code:	
DUNS:	
DUNS + 4:	
Local Code:	CRT123
Approved:	<input checked="" type="checkbox"/>
<div>OK</div> <div>Cancel</div>	

Figure 1: Address Detail Window with Local Code entered

- Step 2 – Compare the local code of the contracting office address to the DODAAH of the core site in the SPS-I Integration Manager.
 1. Log into the SPS-I Integration Manager.
 2. Double-click the **Sites** folder.
 3. Select the core site name from the **Site Names** column.
 4. Right-click the core site name and select **Edit Site** to open the **Sites** window for the core site.
 5. Verify that the value in the **DODAAH** field equals the local code from the **Address Detail** window of the contracting office address in PD².

Sites: FPDS PD²

General Information | Discriminators | Domain Maps

Site Name: FPDS PD²

Type of Site
☒ PD² ☐ External

UIC: CRT123

PD² Database: CRT123_SYBASE_SERVER / CRT123_SPSI_IDB

Site Comments:

OK Cancel

Figure 2: Core Site Window with DODAAN entered

2.2 Report Start Date and Report End Date Discriminators Requirement

When a DD 350 report is signed, the date that the report is signed is saved in PD². Using this information, SPS-I is able to retrieve reports for the FPDS DD 350 interface from PD². The date that the report is signed must be in the range specified by the values of the Report Start Date and Report End Date discriminators for the interface's core site. To verify that the discriminators are set to a range that includes the signature date of the DD 350 report, please do the following:

1. Log into the SPS-I Integration Manager.
2. Double-click the **Sites** folder.
3. Select the core site name from the **Site Names** column.
4. Right-click the core site name and select **Edit Site** to open the **Sites** window for the core site.
5. Click the *Discriminators* tab.

6. Verify that the FPDS DoD DAT 350 File is selected from the list of collections. If not, select it.
7. The values for the Report Start Date and Report End Date discriminators are listed in the **Value for Site** column. Verify that the discriminators are set to a range that includes the signature date of the DD 350 report. If not, enter the proper values in the **Value for Site** column. **The dates must be entered in the format mm/dd/yy hh:mmAM|PM (e.g., 08/01/01 12:00AM) for SPS-I to run the interface properly.**

Note: Please note that the Report End Date is listed before the Report Start Date.

Sites

General Information | **Discriminators** | Domain Maps

Select collections requiring discriminators that are used by the site:

- FPDS DoD 1057 File
- FPDS DoD 350 DAT File**
- Ifsm Request Record
- Ifsm Stock File
- Irprs Request File

Enter site discriminator values:

Name	Value for Site
Report End Date (mm/dd/yy hh:mm or hh:mmPM)	08/31/01 11:59PM
Report Start Date (mm/dd/yy hh:mm or hh:mmA)	08/01/01 12:00AM

OK Cancel

Figure 3: Discriminator Tab of Core Site Window

2.3 Signature Requirement

A DD 350 report must be signed by the contracting officer to meet the business rules of the FPDS DD 350 interface. A signed report will also have a signature date (i.e., the date the report was signed). This is true even if the signature cannot be seen on the report. To verify that a DD 350 report satisfies this requirement, open the report in PD² and verify that block F4 has a date.